

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 048-11

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: A/C TECHNICIAN
FSN-1210-05*; FP-09**

OPENING DATE: October 19, 2011

CLOSING DATE: November 1, 2011

WORKING HOURS: FULL-TIME; 40 hours per week

SALARY: Full performance level:

Not-Ordinarily Resident (NOR):

US\$ 27,431 p.a. (Starting Salary); Position Grade: FP-09

(Final grade/salary to be determined by HR/OE –
NEA/EX/HRD)**

Ordinarily Resident (OR): KD 6,446 p.a. (Starting Salary)

Position Grade: FSN-05

*** Actual grade and salary will be based on the qualifications of
the applicant.**

Note: All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking an individual for the position of an A/C Technician in Facilities Management.

TO APPLY

Interested applicants for this position **must** submit the following **or the application will not be considered**.

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site:
<http://kuwait.usembassy.gov> and/or
2. A current résumé or curriculum vitae that provides the **same information** as the DS-174 (specifically section 1-24 of the DS-174)
3. Copy of the high school certificate/university degree (per the requirement of the position).
4. Copy of the Civil ID or passport copy including the residence permit page.
5. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

SUBMIT APPLICATION BEFORE THE CLOSING DATE TO:

Human Resources Office
American Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR Email the application to: HROKuwait@state.gov

Please note that incomplete applications will not be accepted.

BASIC FUNCTION OF THE POSITION

The incumbent serves as a HVA/C Technician in the Facility Management. The A/C Technician is responsible for all repairs and installations of heating, air-conditioning and ventilation systems in the USG owned and issued property. The incumbent is also responsible for the repair of chillers, reverse cycle split units, window type/portable/ A/C units. He should be able to read and understand all air-conditioning related drawings.

Duties include:

- The incumbent performs preventive maintenance and repair and/or installation of heating, ventilation, chillers, vehicle gates, delta barriers, water coolers, fan coil units, kitchen equipment, ventilating and fire alarm system attached to the HVA/C in the Embassy and SDH compounds.
- Performs repair and/or installation of air-conditioning systems, refrigerators etc. in short term leased houses as and when required.
- Performs brazing and metal related work and other tasks as directed by the Facility Manager.

QUALIFICATIONS REQUIRED:

1. Completion of secondary school education. 2 years of vocational training in A/C and maintenance is required.
2. Two years experience in his trade (HVA/C).
3. Level III (good working knowledge) of English. Level I (Rudimentary knowledge) of Arabic.
4. Familiar with host country customs, rules, and regulations. Knowledge of USG security or management policies and knowledge of blue prints and safety procedures.
5. Skilled in use for HVA/C tools such as CFM calibration instruments, Electro Mechanical Instructions and other tools and equipment required in the course of duties. Must be familiar with safety procedures. Possession of a valid Kuwaiti driver's license.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION November 1, 2011

An equal opportunity Employer

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.